

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: New River Valley
 Period: June, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
(5)City Council approved mutual aid agreement	Blacksburg			0.5	Discussed w/Lt. Bradbury will get copies for file
(7)Update changes in PSAP personnel	Blacksburg			0.25	Capt. Mosby retired/Kerri Smith new backup-coordinator
(8)Update tower info for Triton PCS	Blacksburg			0.5	E-mail to Dee Morgan ref tower 323
(9)Schedule date for Triton PCS drive test	Blacksburg			0.25	Lt. Bradbury to confirm date
(10)Review remaining tasking for WSP cutover	Blacksburg			1.5	Discussed w/Lt. Bradbury
(11)Coordinate w/Lt. Bradbury PSAP minutes	Blacksburg			0.5	Minutes for May Regional Mtg.
(13)Coordinate ANI/ALI training	Blacksburg			1	Phase I training
(14)Coordinate Triton PCS/Suncom testing	Blacksburg			3.25	Testing cancelled /Verizon cancelled trunks/Rescheduled
(14)Document testing w/USCC	Blacksburg			1	Filed in PSAP folder/binder
(14)Reschedule testing w/Triton PCS for 7/01	Blacksburg			0.75	PSAP/WSP/LEC notified
(15)Scheduled & Held Mtg. W/Susan Keiser/PSAP	Blacksburg			1.5	Begin true-up FY2003
(15)Compared actual and requested funding	Blacksburg			1.75	Fy2002-FY2003 for true-up process
(10)Update Phase I tasking reports to reflect status	Christiansburg			1.25	Contacted Martha Cox ref. Tasking/training
(13)ANI/ALI training w/Martha Cox	Christiansburg			0.5	
(15)Prepare for mtg. W/Martha Cox	Christiansburg			2.25	Schedule mtg./review documents provided by Finance Dept.
(15)Mtg. W/Martha Cox, Cindy Whitaker	Christiansburg			1.75	Begin true-up process
(15)Transfer funding info FY2003 onto spreadsheet	Christiansburg			1.5	Review for accuracy
(8)USCC tower 605 info sent to Bob Pearsall	Montgomery			0.75	Reviewed tower info w/PSAP GIS Dept.
(8)Review and update Triton PCS info	Montgomery			0.75	
(9)Research out of area cell calls	Montgomery			0.75	Also noted cell failures
(10)Follow-up on ALI display failure	Montgomery			2.5	Working w/PSAP and Verizon/Tom Williams to resolve
(11)Prepare package for mtg.w/Maj. Turner	Montgomery			0.5	Documents for review and signature

(13)Mtg. W/Maj. Turner ref. ALI trng.	Montgomery			0.75	Trng. Scheduled
(13)Mtg.Sarah Kendall for ALI trng.	Montgomery			0.75	ALI trng. Completed
(14)Coordinate/reschedule and conduct testing	Montgomery			3.75	Triton PCS Suncom/PSAP
(15)Mtg. W/Maj. Turner ref true-up process	Montgomery			2.75	Rhonda Cash/Finance Dept. to furnish documents
Phase II					
(3)T/C Maj. Turner ref. Info being sent for his review	Montgomery			0.5	Request letters for Phase II
(8)PSAP requested Verizon tower map and info	Pulaski			0.5	Sent to PSAP Chris Akers new info
(10)Filed and discussed equipment space issues	Pulaski			1.25	Lt.Surber/Chris Akers updated status and tasking
(13)Schedule and train personnel	Pulaski			1	ANI/ALI training
(15)Coordinate/Meet w/PSAP/County personnel	Pulaski			5.5	J.Spangler/Lt.Surber/NancyBurchett FY 2002-FY2003 true-up process
(8)Printed updated tower info and sector maps	Radford			1.75	Info requested by PSAP
(9)Out of area wireless calls from Wise Co.	Radford			5.5	Meet & collect documentation review possible solutions/ Verizon working on problem/Tom Williams
(11)Prepared progress reports for PSAP	Radford			2.25	Mtg. Chief Terry/R. Funk/C. Harris/PSAP, D. Cyphers
(13)Coordinate ANI/ALI trng.	Radford			0.75	Charlie Harris, B. Dean/PSAP
(14)Documented USCC cut0over testing	Radford			0.5	
(15)Mtg. W/Charlie Harris ref. True-up process	Radford			0.5	FY2003 true-up procedures
(15)Research carry-over from FY2002	Radford			2.5	Obtaining supporting documentation of payment
(15)Schedule mtg. W/Finance Director	Radford			0.5	Review of expenditures documentation for FY2003
(15)Complete spreadsheet and collect info	Radford			3.25	FY2003 True-up/compare to funding request
Phase II					
(1)Coordinate layer formatting info for mapping	Radford			2.5	Completed critical factors and mtg. W/Charlie Harris & Jim Hurt City Eng.
(4)Review FY2004 approval letters	Region			0.5	Filed in PSAP binders
(7)Research alternate LEC info	Region			0.75	
(8)Prepared letters for adjoining jurisdictions	Region			2.75	Letters sent to PSAPs
(9)Contact Dee Morgan ref. Delays	Region			0.5	
(10)Coordinate/task remaining issues for Phase I	Region			3.5	Reviewed and tasked
(10)Coordinate/review status of WSP issues	Region			2.25	
(10)Review PSAP Phase I binders	Region			4.5	Document problems requiring resolution
(10)Develop tasking for WSP/LEC/PSAP	Region			5.25	Follow-ups on existing issues
(10)Prepare and make PSAP weekly status calls	Region			6.25	Review current status/issues

(10)Update Quick Reference	Region			2	Reviewed/edited for changes/updates
(10)Review CMRS for updates/corrections	Region			3.75	Update PSAP binders
(10)Coordinate routing of overflow calls w/PSAPs	Region			1.25	Verizon to route calls to admin lines
(11)Prepare for Regional Mtg.	Region			5	Coordinate FOP/Agenda/issues/presentation
(11)Review and modify agenda	Region			0.5	
(11)Regional Mtg.	Region			4	Montgomery unable to attend
(11)Monthly Newsletter	Region			5	June Issue
(11)Respond to PSAP correspondence/questions	Region			7.5	Document issues/solutions in PSAP binders
(12)Project region hours for FY2004	Region			4.5	Send to Steve Marzolf
(12)Monthly Report DIT	Region			12	
(13)Review NRV group training	Region			1.25	Compile NRV personnel training list
(13)Revise Training manual	Region			12.5	Updates and revision ready for final review
(14)Coordinate and schedule testing	Region			3	Dee Morgan/Triton PCS/continuity & drive testing
(15)Prepare Excell true-up program	Region			2.75	Sending for review by Steve Marzolf
(15)Compile true-up documents package for NRV	Region			3.5	Compare funding requests w/NRV notebooks for true-up
Phase II New River Valley Region	Region				
(1)Formatted RFP	Region			3	Draft to be presented at July regional mtg
(1)Drafted letters on process	Region			0.75	Selection process for mapping vendors
(3)Prepare request letters for Phase II	Region			4	Letters for every WSP/PSAP
(4)Distribute interoperability grant info	Region			1	
(6)Polled all PSAPs ref. HCAS solution	Region			1.25	
(10)Review status for Phase II	Region			1	

0 167.75

Completed Tasks					

0 0

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
Mis routed calls from Wise County	Verizon tracing solution	326 call since 09/02 from Wise Co. to Radford